

REQUEST FOR QUALIFICATIONS



UTAH DEPARTMENT OF TRANSPORTATION

I-15 CORE Project

Project No. MP-I15-6(178)245

APPENDIX B: FORMAT AND ORGANIZATION OF STATEMENT OF QUALIFICATIONS

April 16, 2009

Organization. The SOQ shall be organized as follows and as depicted in Table B-1 below:

- A. Cover letter
- B. Five text sections
 - 1. Section 1—Legal
 - 2. Section 2—Financial (including Backlog and Capacity)
 - 3. Section 3—Organization and Key Managers
 - 4. Section 4—Experience of the Firms
 - 5. Section 5—Past Performance
- C. One Appendix —Legal Documents

Pages and Binders. The sections and appendix shall consist of loose-leaf pages that are 8 ½-inch by 11-inch and white, except for charts, exhibits, and other illustrative and graphical information, which may be submitted on 11-inch by 17-inch paper and folded to 8 ½-inch by 11-inch. There is no overall page limit on the SOQ package. The page limits, if any, for each section are defined in Table B-1. The cover letter and five sections shall be combined in one three-ring binder, and the complete appendix shall be placed together in a separate three-ring binder. The sections (and, optionally, subsections) shall be separated with lettered or numbered dividers. Color photographs, renderings, and brochures shall be adequately bound and suitably protected for handling and circulation during review and evaluation.

Page Format. Text shall be in a standard font that is a minimum of ten points in size, single-spaced, and printed single-sided. Each page shall be numbered consecutively within each section (i.e., 1-1, 1-2...; 2-1, 2-2...; 3-1, 3-2..., etc.), and the page numbers shall be centered at the bottom of each page.

Clarity and Conciseness. Proposers should make every effort to present information clearly and concisely. Documentation that is difficult to read may be rejected and may lead to disqualification.

Reproducibility. All SOQ pages shall be easily reproducible in black and white by standard photocopying machines.

Submittal. One original and ten copies of the SOQs and appendix shall be provided [along with one CD or DVD copy of the SOQ in .PDF format.](#)

Table B-1: Specifications for SOQs

SOQ Section	Section Title and Required Information	RFQ Reference
	<u>Cover Letter</u>	4.4.1
	<ul style="list-style-type: none"> Cover Letter <u>Acknowledgement of Receipt Form</u> (one page maximum.) 	
Section 1	<u>Legal</u>	4.4.2.1
	<ul style="list-style-type: none"> <u>Form L-1</u>, Proposer's Organization Information (one page) <u>Form L-2</u>, Principal Participant and Designer Certification (six pages, estimated) Identity of Lead Principal Participant Percent equity share of each Principal Participant, if known Express statement of joint and several liability (if JV) Conflict of interest disclosure statements 	
Section 2	<u>Financial</u>	4.4.2.2
	<ul style="list-style-type: none"> Surety Letters <u>Financial Statements</u> 	
Section 3	<u>Organization and Key Managers</u>	4.4.2.3
	<ul style="list-style-type: none"> Organizational Chart (11-inch by 17-inch) Manpower and equipment resources available for design and construction (two pages) <u>Form E-3</u>, Proposed Key Personnel Information (one page maximum for each) Resumes (one<u>two</u> pages maximum for each) 	
Section 4	<u>Experience of the Firms</u>	4.4.2.4
	<ul style="list-style-type: none"> Background summaries (two page maximum for each) <u>Form E-1</u>, Project Description (maximum of ten) <u>Form E-2</u>, Subcontractor Information (one page maximum for each) 	
Section 5	<u>Past Performance</u>	4.4.2.5
	<ul style="list-style-type: none"> <u>Form PP-1</u>, Past Performance, information regarding: <ul style="list-style-type: none"> Awards, citations, and/or commendations; Litigation, arbitration proceedings, and bond claims; Liquidated damages; Termination for cause; Disciplinary actions; and Contacts (for the above <u>Form PP-1</u>). <u>Form PP-2</u>, Environmental Past Performance (one page) <u>Form S</u>, Safety Questionnaire (two<u>three</u> pages maximum) 	

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SOQ Section	Section Title and Required Information	RFQ Reference
App. A	<u>Legal Documents</u> <ul style="list-style-type: none">• Powers of attorney• Legal structure and supporting documents or description of proposed legal structure and draft copies of underlying agreements	4.4.2.1